

Office Memorandum • UNITED STATES GOVERNMENT

TO : Office of General Council
Thru: Chief, CIA Library, OCD *ACT*
FROM : Chief, CIA Archives
SUBJECT: Operation of OGC Files

DATE: 3 March 1949

OGC Has Reviewed

1. The reorganization of your files is nearly complete. We are all concerned that the labor spent in this work will not be cancelled by lack of time of your clerical help.

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25X1A 2. I believe it is agreed for the present to assign to Miss [REDACTED] the responsibility of coding documents in accord with the Filing Manual. [REDACTED] should be authorized to assign the filing, making of folders and other routine operations to [REDACTED] or others as you find desirable. As well as the filing these persons should do all the work of searching for documents. [REDACTED] secretary should be the logical substitute for [REDACTED]. These girls will receive sufficient training to enable them to teach others as necessary.

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3. There is a long range problem, though, which we discussed last week. Let me say that in my years of experience I have never seen a file so small in size that was so difficult and so important. Much time lost by your attorneys could be saved if they could be relieved of the frequent searches for documents and books which now falls their lot. If your office were somewhat larger I would unhesitatingly recommend a Legal Librarian. It occurred to me that these various problems of personnel might be answered by adding a position for employment of a clerk who might have had some experience in a legal office or be interested in studying law. Such a person would collect and index your legal decisions, for instance. Such work would be of interest to a law student. This seems to be the logical solution to the supplying of additional clerical help as your demands increase.

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